



# PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## OPEN EXAMINATION

### PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR)

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING ON AN OPEN BASIS, INTERESTED INCUMBENTS AT THE PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

**DIVISION:** OPERATIONS DIVISION

**LOCATION:** CENTRAL OFFICE-FOLSOM

**POSITION TITLE:** PRISON INDUSTRIES SUPERINTENDENT II  
(MAINTENANCE & REPAIR)

**SALARY RANGE:** \$4573-\$5511

**FINAL FILING DATE:** JUNE 22, 2007

**Note: If you previously submitted an application for this position, which had a final filing date of MAY 10, 2007, you do not need to submit another application.**

#### **DUTIES/RESPONSIBILITIES**

Under the direction of the Prison Industries Manager, this position oversees and is responsible for evaluating, tracking, reporting, and advising on the most efficient procedures to maintain the physical assets of the Prison Industry Authority throughout California; supervising staff and inmate workers when called upon; and conducting or arranging for associated technical training to maintain PIA equipment and facilities.

#### **MAJOR DUTIES OF THE POSITION INCLUDE**

Responsible for evaluating and reporting on the maintenance and repair (M&R) activities in PIA locations throughout California; track the effectiveness of M&R activities; develop and implement procedures for a standardized quality control program; effectively evaluate and report on budgets, parts, and materials inventories, equipment, and tools; develop and oversee Computerized Maintenance Management System and related tracking programs; conduct on-site inspections and assessments of facilities and equipment; supervise staff and inmate workers as necessary; work with PIA staff and trades people to establish a training curriculum; travel to, and conduct on-site inspections, evaluations/assessments, and supervise maintenance of facilities and equipment on a regularly scheduled basis; interface with PIA managers regularly to improve M&R operations; advise on physical space, power requirements and availability, applicable regulations, and effective compliancy solutions; attend training to conduct specialized M&R supervision in field operations; advise management on required materials or resources to place or replace equipment; and assist the Industrial Services Division with the installation and selection of equipment.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications by the final filing date in order to participate in this examination.

**Either I**

Two years of experience in the California State service performing the duties of an Industrial Supervisor, Prison Industries (Maintenance and Repair), in a PIA maintenance and repair enterprise or trade.

**Or II**

Four years of production experience in a maintenance and repair enterprise or trade, at least two years of which shall have been in a supervising capacity.

**KNOWLEDGE AND ABILITIES**

**Knowledge of** (with particular reference to maintenance & repair): (1) Methods, materials, machinery, processes, tools, and equipment used in industrial operations; (2) production scheduling and control; (3) quality standards and control; (4) safety practices and orders; (5) materials handling techniques; (6) principles of personnel management, supervision, budget preparation, and cost control; (7) the Department's equal employment objectives; (8) a manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

**Ability to** (with particular reference to maintenance & repair): (1) Set up, repair, maintain, adjust, and operate required equipment; (2) make labor and material estimates; (3) instruct and supervise staff, inmates, or residents in production techniques and safety practices; (4) maintain firm, impartial, and consistent discipline; (5) understand rules, regulations, laws, and procedures; (6) analyze situations accurately and take effective action; (7) keep records and prepare reports; (8) communicate effectively at a level required for successful job performance; (9) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**SCREENING CRITERIA**

1. Demonstrated knowledge and experience with a Computerized Maintenance Management System to schedule preventive maintenance, and to track equipment maintenance history.
2. Demonstrated knowledge of various codes, regulations, and safety orders applicable to plant and facility management.
3. Experience with equipment installation and specification review.
4. Experience reviewing specification and plans for various tenant improvements, including physical space, and power requirements.
5. Experience conducting site assessment and written evaluation of facilities, with concentration of maintenance and repair program, to include budget review.

**DESIRABLE QUALIFICATIONS**

1. Experience with interpretation and application of health and safety rules, regulations, laws, and procedures.
2. Organizational skills with attention to detail.
3. Self-starter with the ability to work independently.
4. Patience and ability to communicate effectively in a multidisciplinary environment.
5. Proficient in use of Microsoft Word, and Excel programs.
6. Negotiating skills.

### **SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to completion of graduation from college, assertiveness, and experience in a correctional institution.

### **EXAMINATION INFORMATION**

This examination will consist of a screening of the applications and interview. The minimum qualifications and screening criteria listed on this bulletin may be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and screening criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, screening criteria, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

### **ELIGIBLE LIST INFORMATION**

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

### **FILING INSTRUCTIONS**

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

**Note: If you previously submitted an application for this position, which had a final filing date of MAY 10, 2007, you do not need to submit another application.**

**Submit applications to:**

**PRISON INDUSTRY AUTHORITY  
CENTRAL OFFICE-OPERATIONS DIVISION  
560 EAST NATOMA STREET  
FOLSOM, CA 95630-2200  
ATTN: JOHN C. ADKINS  
916.985-8610 X 7203**

All applications must be received or postmarked by the **Final Filing Date**. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax, Examination Services Unit, at (916) 358-2696.

---

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:  
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922